

ASSISTANT TOWN ADMINISTRATOR

The Town of Vernon, Connecticut is accepting applications for the position of ASSISTANT TOWN ADMINISTRATOR. This position will assist the Town Administrator in all administrative and human resource duties including the supervision, coordination and reporting on programs, activities and operations, research and planning functions, preparation of the budget and annual Town Report, grant writing and administration, the preparation of contract documents for purchasing and administration of the personnel rules and regulations and seven labor contracts. The Assistant Town Administrator will plan, organize and lead the personnel, labor relations and affirmative action programs for the Town. The salary is negotiable and commensurate with experience, with an excellent fringe benefit package including a defined benefit pension plan and health insurance.

Requires a BS Degree and three years of progressively responsible experience in public administration, business administration, or a related field; or an equivalent combination of education and experience; or a Master's Degree in public or business administration and one year of applicable experience. Must be highly proficient in the use of technology and have a strong grasp of Microsoft Office products, and be very familiar with telecommunication in a municipal setting. We request that all applications be received or postmarked by February 27, 2009 however we will accept applications until the position is filled. Send a resume and an application, which is available at <http://www.vernon-ct.gov>. To:

Town of Vernon
Asst. Town Admin.
Human Resources Office
14 Park Place
Vernon, CT 06066

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